

VACANCY ANNOUNCEMENT
United States Bankruptcy Court
Northern District of Illinois
219 South Dearborn Street
Chicago, IL 60604



POSITION: Case Administrator

SALARY: CL 24/25 \$40,521 - \$58,201
(Depending on qualifications)

POSTING DATE: January 18, 2005

CLOSING DATE: February 4, 2005

POSTING NUMBER: 05-01

POSITION OVERVIEW: The Case Administrator manages the progression of bankruptcy cases and related adversary proceedings from opening to final disposition by maintaining official case records, monitoring the completion of required procedural steps, and performing the necessary noticing, administrative, and clerical tasks. The duties include making summary entries on the docket of all documents and pleadings; preparing and maintaining the creditor list and claims register; preparing and processing notices for mailing; answering inquiries on case status; processing case conversions from one chapter to another; and managing the case to ensure timely progression and preparing the case for closing by reviewing the docket for accuracy and completeness.

ABOUT THE COURT: The United States Bankruptcy Court for the Northern District of Illinois is located in Chicago, Illinois with a divisional office in Rockford, Illinois. The Court has ten Judges in Chicago and one Judge in Rockford. The Court is the second largest Bankruptcy Court in the United States. In 2004, the Court processed more than 54,000 cases.

ABOUT THE OPPORTUNITY: The Court offers an opportunity for self-motivated individuals with excellent interpersonal skills and strong work ethic to launch, or continue, a career in public service. Our fast paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for people with lots of initiative.

MINIMUM QUALIFICATIONS: Minimum qualifications are two years of specialized experience, including one year at the equivalent of level CL 23. Specialized experience is defined as progressively responsible clerical experience involving routine use of keyboard skills, use of specialized terminology, and the demonstrated ability to apply a body of rules, regulations, directives or laws. (Education may not be substituted for this experience because the court support positions require hands-on experience to be credited as specialized experience.)

ADDITIONAL SKILLS OR KNOWLEDGE REQUIRED:

- Knowledge and understanding of policies and procedures of the court.
- Knowledge and skills with computer applications.
- Ability to communicate effectively both orally and in writing with a wide variety of individuals.
- Ability to effectively plan, organize and complete assignments timely.
- Ability to manage multiple priorities and work independently.
- Ability to work effectively as a team member.

HOW TO APPLY: To apply for this position please send a resume to United States Bankruptcy Court, Human Resources Office, Room 618, 219 South Dearborn, Chicago, Illinois 60604.

The Court is a smoke free environment. Employees of the Court are at will employees and are not covered by Civil Service.

The United States Bankruptcy Court is an Equal Opportunity Employer.